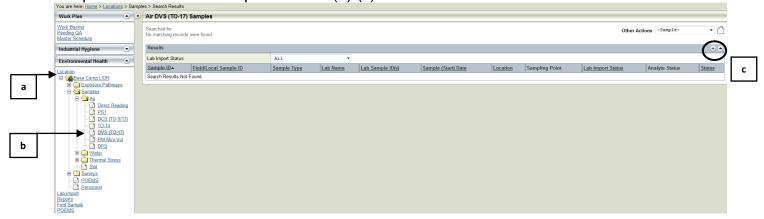
## Adding Air (DVS) Samples

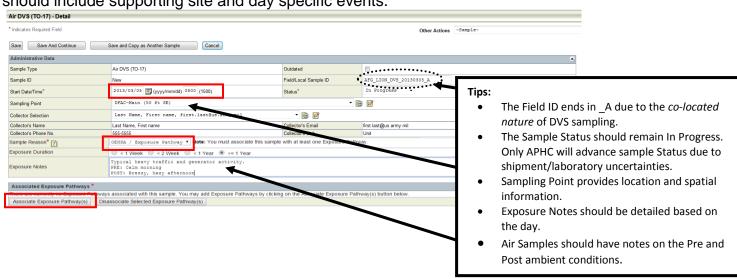
[1] Ensure you have accessed your Location (a), then expand the (+) icons in the Menu Tree under Samples -> Air -> DVS(TO-17). Click the DVS (TO17) link (b) to view and/or add a sample. To add a new sample click the (+) (c).

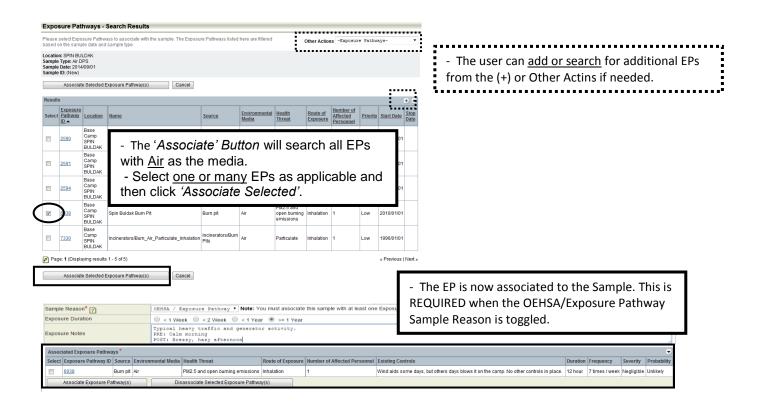


[2] The first screen seen after clicking the new sample (+) will be the Blank Sample Information. Typically there **is** a Blank Sample used for a co-located DVS sample. After selecting 'Create New Field Blank Sample' (d), click on continue (e).

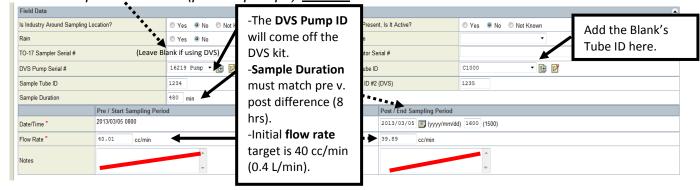


[3] Within the Administrative Data tile, begin to transpose the hand written notes off the Field Data Sheet. There are 2\* required fields for this media: Start Date/Time AND Sample Reason. The Sampling point and Exposure Notes are equally important. When deployed the Sample Reason is commonly toggled as OEHSA/ Exposure Pathway (EP). When this option\* is selected, it is required to use the 'Associate Exposure Pathway(s)' Button. The Exposure Notes should include supporting site and day specific events.

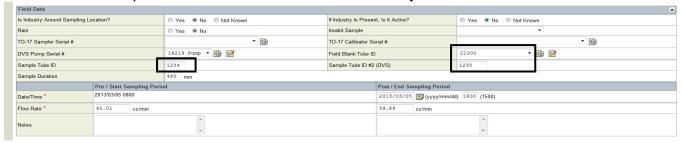




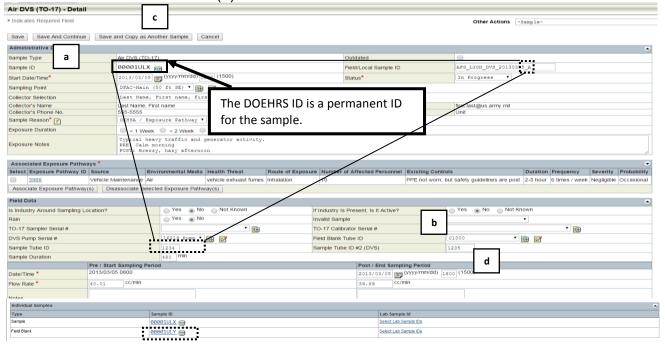
[4] Additional Field Data should be entered that supports the Exposure notes. However, do not use the Notes boxes in the Field Data tile, just use Exposure Notes box above in the Administrative Data tile (historical data reporting reasons for this). *Note: If a DVS Pump is used, TO-17 Sampler Serial #'s (pocket pumps) cannot also be listed.* 



[5] Sample Tube ID: 1234 corresponds to the sample ending in \_A in Step 3. Sample Tube ID #2 (DVS): 1235 is the co-located tube. 1235 will become the primary Sample Tube ID after using a 'Save and Copy as Another Sample' (Step 6). The same Field Blank Tube ID will be used for both Samples and read off the tube the same way the other IDs were.



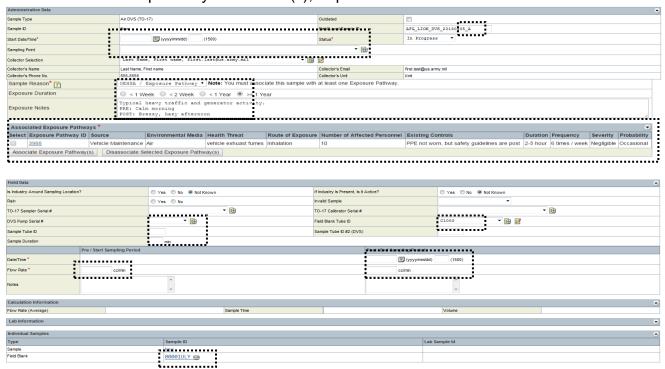
[6] After all Field and Exposure Data are recorded use the 'Save and Continue' button (a) to generate the DOEHRS ID. This can be thought of as the sample's "shell." Later, laboratory data will be added to complete "shell" and further assessment will occur. **Assessment is only as good as the EP(s), field data, and exposure notes!** The DOEHRS Field Blank will then correspond to Field Blank Tube Id (b). Then use a 'Save and Copy as Another Sample' (c) to account for Tube ID #2: 1235 (d).



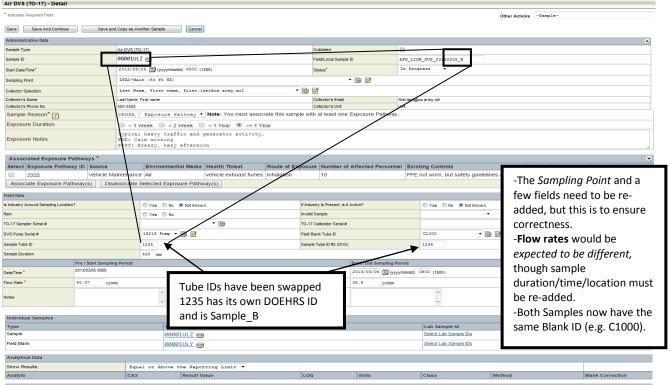
[7] After clicking 'Save and Copy as Another Sample', use the 'Retain Blank from Previous' option, then Continue.



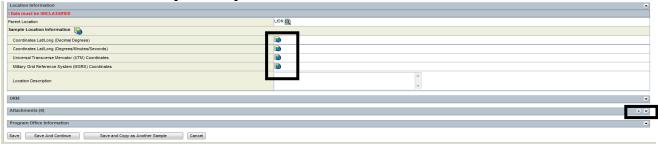
[8] The 'Save and Copy as Another Sample' function will bring over *some* of the same information. Most importantly are the EP(s), Exposure Notes and Blank ID.



[9] Populate the 2<sup>nd</sup> FDS with the co-located Sample information. Then use a 'Save a Continue'.



[10] Sample geo-coordinates can added if unclassified and the hard copy FDSs should be scanned to their respective Tube/DOEHRS ID with the DOEHRS ID handwritten on the top of each FDS. Use a 'Save' [and exit] to finish.



[11] Both Samples should have a unique DOEHRS ID, the correct Tube ID, the correct field (A v. B), the same Blank, same Exposure Notes/EP ID, and same Sampling Point. Note: The sample should remain 'In Progress' in the field and through shipment. **The APHC will advance the Status after shipment and laboratory analysis**.

